# Safari Enterprise Library - Online Books User Guide

In partnership with Safari® Books Online, you can access an online repository of more than 1,800 technical, business and help desk books through the Safari Enterprise Library. This single library offers valuable content from Safari's flagship service, Safari® Tech Books Online, the premier online reference library for programming and IT professionals and combines content for other knowledge workers in the areas of business and desktop content.   To help you find the right answer, quickly, the library also includes a powerful search engine that simultaneously reviews all of the available online books and targets the exact content you're looking for – saving time and effort. Once you've found you're the right information, you can read the full text of the book from cover-to-cover or just read the desired page.

Navigating Safari

1. "My Safari" - After you have registered or logged in to Safari you will land on a page similar to that
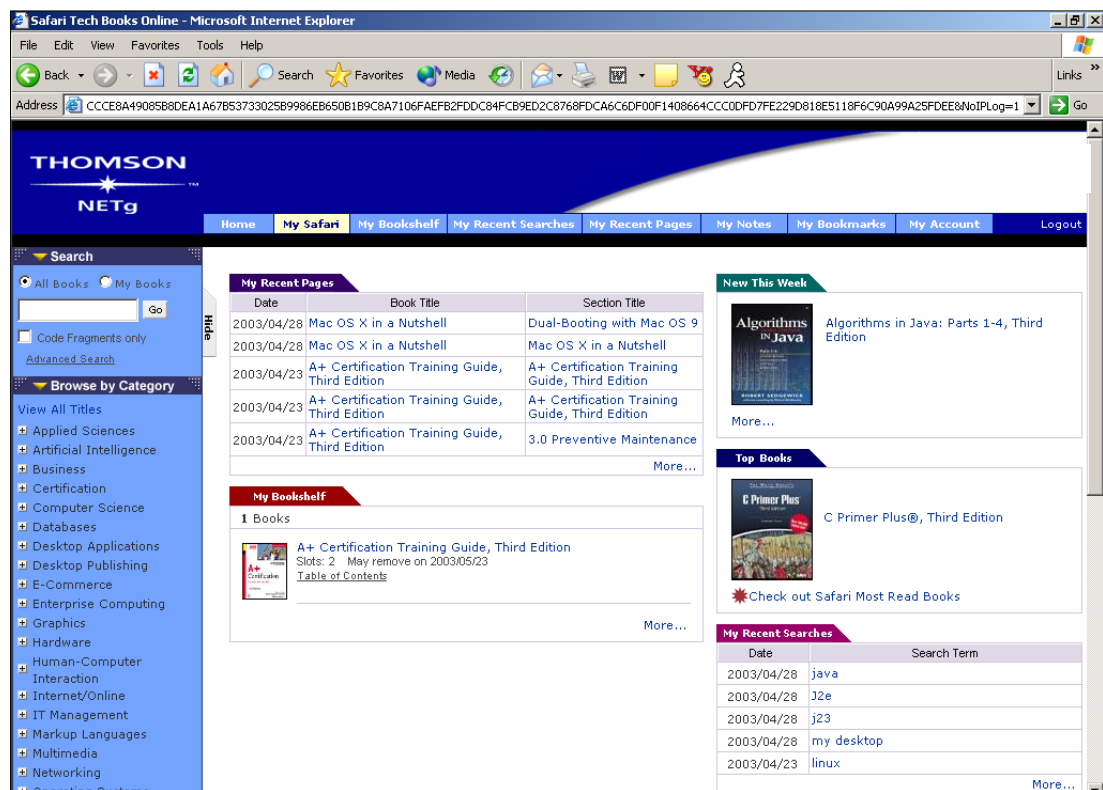
below.

2. My Safari is the your control center for quickly accessing your most commonly viewed books, Bookmarks, Recent Searches, and Recently Viewed Pages. On the right hand side of the screen you can find newly released books and even top rated books that you may find interesting.

3. At the top of each screen is a static control bar. This control bar will remain in place on every page and will allow you to quickly jump from one area to another.

   - **My Bookshelf** – Contains all books that you've selected and added to your collection.
   - **My Recent Searches** – Tracks the most recent book searches, so you can quickly perform an additional search on the same topic.
   - **My Recent Pages** – Allows you to jump in to recently viewed pages of those books on your bookshelf

- **My Notes** – Public and Private notes can be made for books that you have selected.
- **My Bookmarks** – Maintains a quick access list to sections of books where you viewed last or that you find valuable.

Searching Safari

1. Safari offers search capabilities that will enable you to find books that will fit your needs.


2. Searches can be conducted by entering key words for the books of your interest. You have the option of searching by All Books or My Books (books you've added to your Bookshelf).

3. Search results will display providing Book Title, Relevance to your search, and Most Relevant Sections to your search.

Advanced Search & Code Fragment Search

1. Click on "Advanced Search" on the left hand side of your browser, just under the "Search" area.

2. Using Advanced Search can allow you to search for content with distinct rules for your search. The more criteria you use, the more accurate your search will be.

3. As an example, if I'm looking for very recent information about Excel, I might only search for content that's been published in the last year or two.

4. Click the "Code Fragments Only" button if you are looking for content that offers you code only. This is a great way to rapidly limit your search for code.
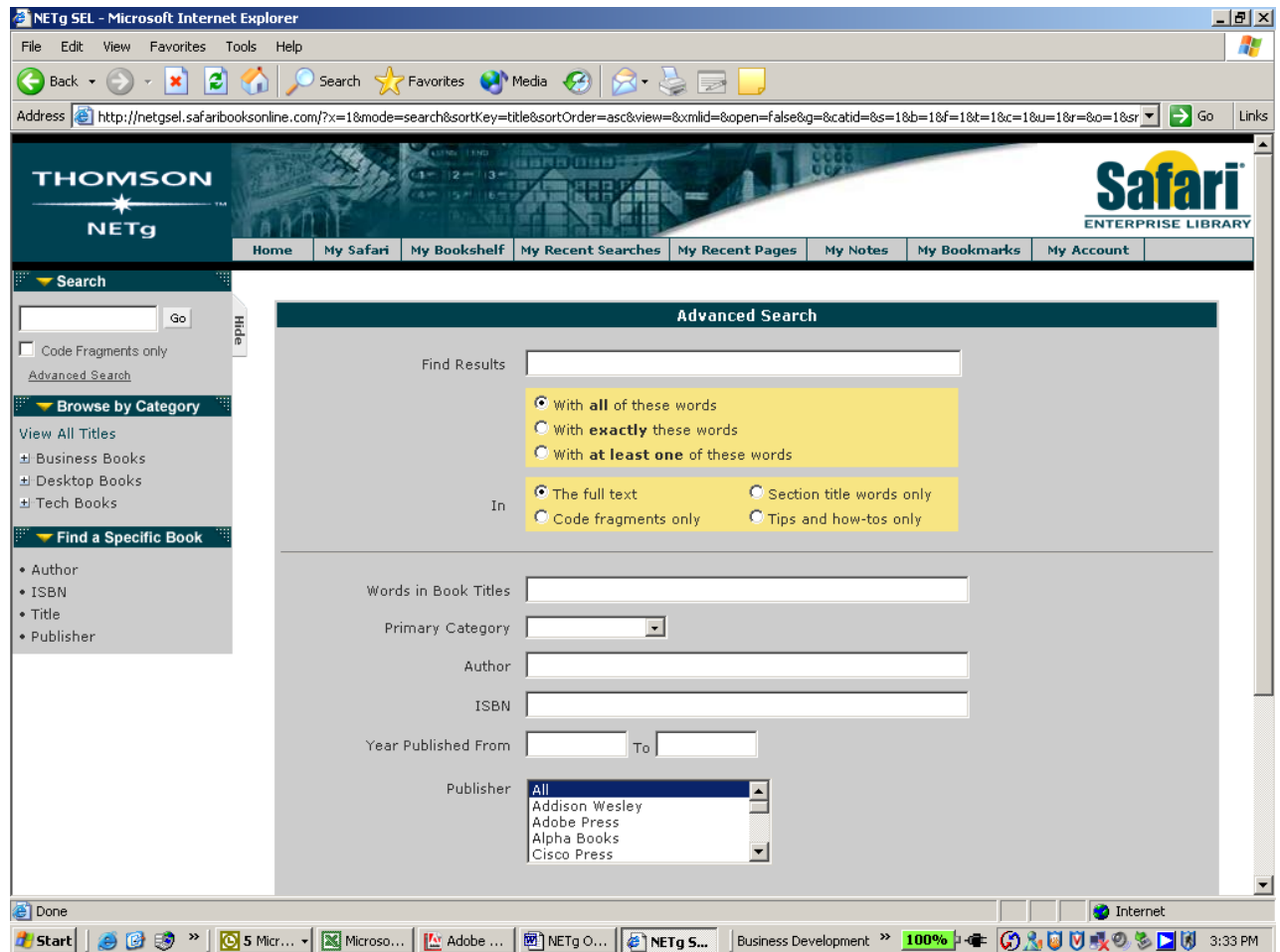

Printing and Emailing

5. While viewing a book, print and email options are available to you.
6. Print allows you to print the page or section of the book in which you are viewing.
7. Email allows you to email the section to an email address.
8. Only licensed Safari users can see the full text of information you email.
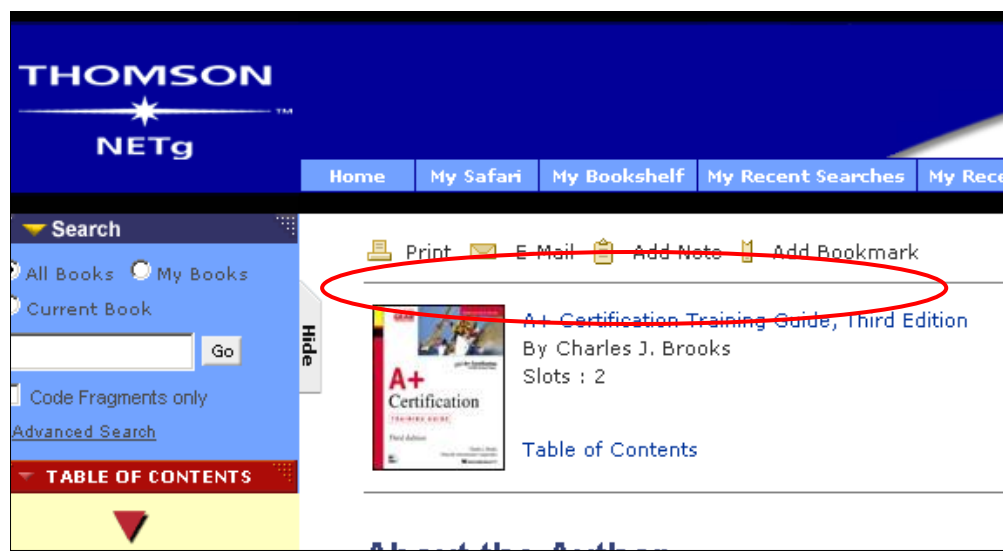
Help and FAQ

1. On most pages you are able to easily access Help and FAQ at the bottom of the screen. Through each of these links, you can find answers and suggestions to questions you may have while experiencing Safari Online Books.
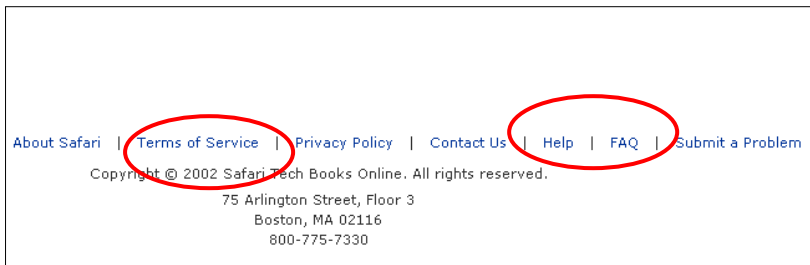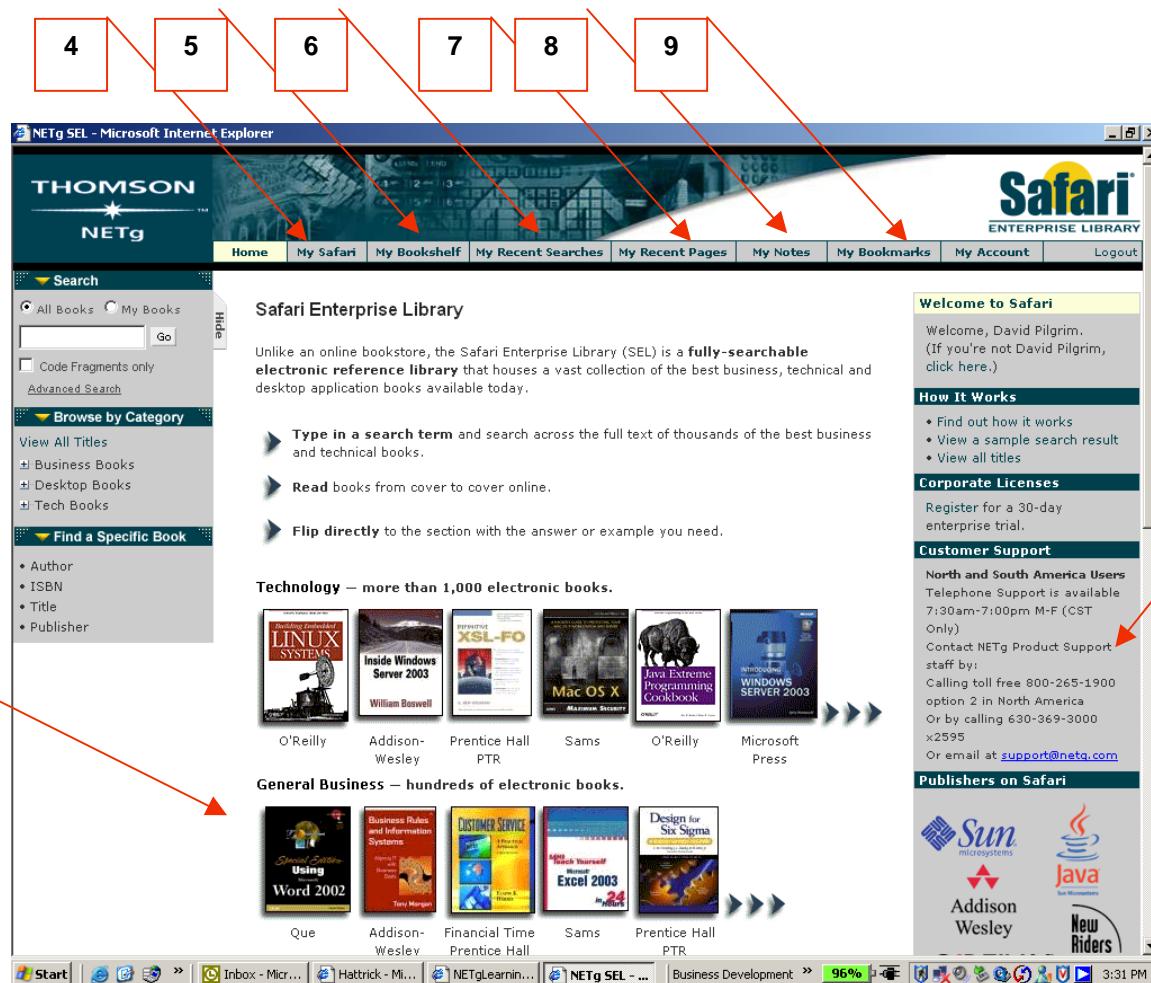

2. "Terms of Service" offers a definition of how you and your company can legally use the content you find within Safari.

3. **Getting Help –** If at any time you need help with your Safari service, please contact NETg Support at 1-800-265-1900.
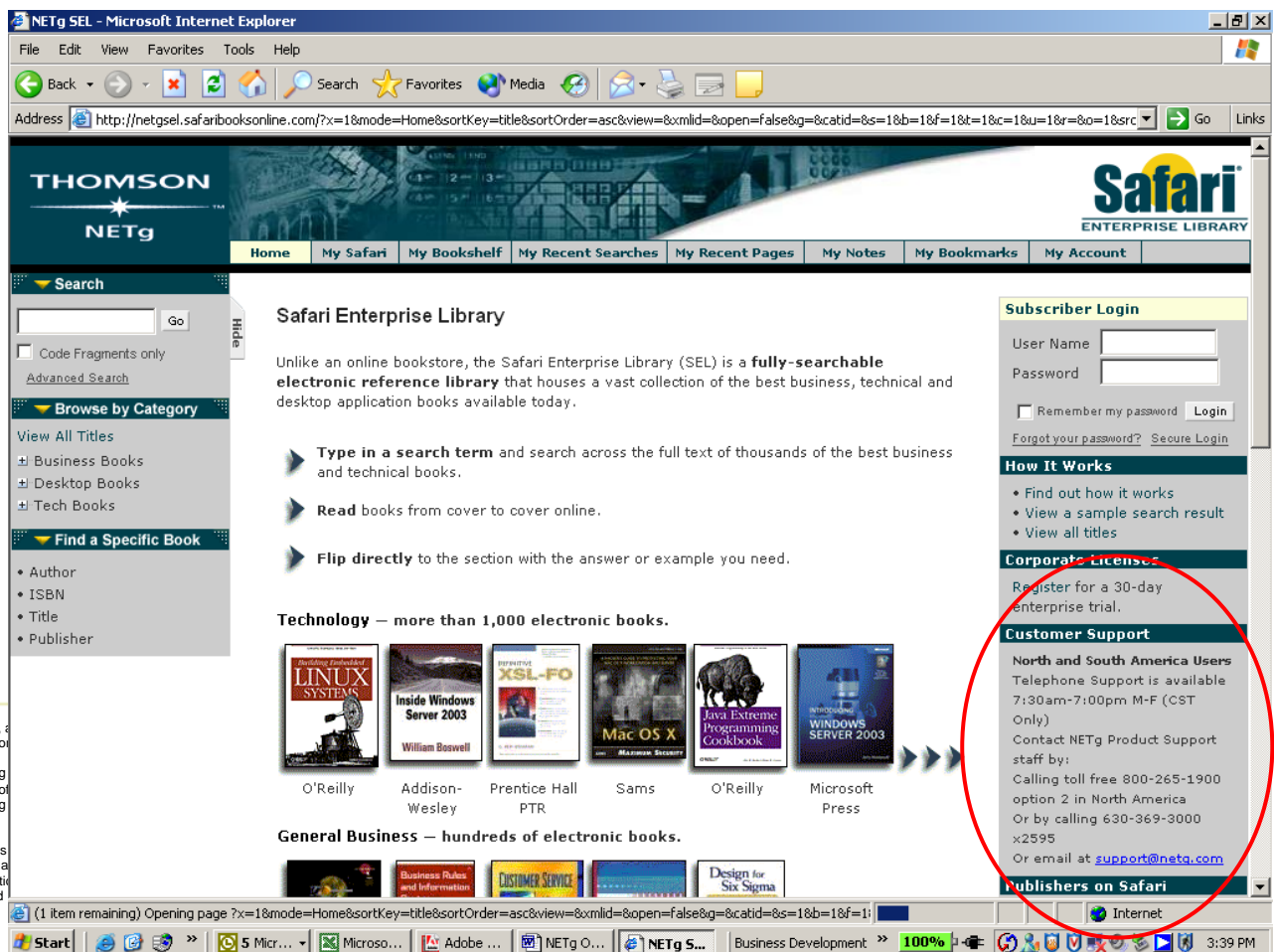
Appendix A - Navigating Safari

A quick navigation "help" page that can be printed for easy reference:

1. **Powerful Advanced Search Capabilities:** Use Safari's advanced search engine to quickly find the exact information you're looking for. Results are categorized by Safari's exclusive "star" matching which helps you know which book will most likely contain the information you're after.

2. **Browse Content by Topical Areas:** Business, Desktop and Tech Book content is available for you to explore by topical areas within each content area.

3. **Highlight Specific Content:** This area highlights highly used content within your enterprise. As books are used this area dynamically offers the most popular books for your community to explore.

4. **My Safari:** Convenient location for users to keep a single view for recent books explored, searches run, bookmarks and notes.

5. **My Bookshelf:** Offers users a single place to keep favorite books.

6. **My Recent Searches:** Allows users a single place to return to searches. Extremely useful for users who use the advanced search feature for complex searches.

7. **My Recent Pages:** Dynamically keeps track of recent pages you have visited.

8. **My Notes:** Apply notes to any page within Safari to keep reminders or specific comments about content within the library. These notes can be limited to personal notes, team notes or enterprise wide notes.

9. **My Bookmarks:** Use bookmarks to help you come back to frequently visited, important content within Safari.

10. **Support Numbers:** Just in case…NETg's support team is always there to assist you. Just call 1-800-265-1900, option 2.